Low Org:

Employee #:
Distrib. Code:

Overtime Correction for Pay period Ending:

MM/DD/YYYY

Correction Effective for Pay period Ending:

MM/DD/YYYY

## RETROACTIVE OVERTIME PAY WORKSHEET

Section 1A - Calculation of Overtime Pay Due Employee Overtime Hours Worked Not Paid						Section 1B - Calculation of Weighted Average Overtime Rate Total Hours Worked					
X Normal Rate of Pay						X Regular Rate of Pay					
= Additional Straight Time Pay  + Additional Half Time Pay  (See Half Time Pay Calculation)					+ =	+ Other Eligible Earnings (From Section 1C below) = Total Base Pay					
= Total Retro Pay						Weighted Average Overtime Pay Rate					
Section	on 1C - Calculati	on of Other E		nings Inclu	uded in Ba	ase Pay Amount		Total Am	ount		
Signa Signa NOTE (See t	Overtime Hours Equa  Eve reviewed the  ature Employee  ature Manager  The overtime pay rathe worksheet for the output to the form for data	above calcula	from the norm	time Pay D  gree that the  al pay rate if the overtime pay	ne employee v	ree (DOE 78) of retroactive re	pagular pay is  Date  Date  ings in the same	pay period the	e overtime was	worked.	
	on 2 - Data E	•	n below ar	nd enter in	ito the Pa	vroll Time and	d Attendanc	e Svstem			
DOE	AMOUNT	WKS WORKED	FUND	AGY	LOW ORG	APPR UNIT	ACTV	RPTG CATG	PROJ/ JOB	FUNCTION	